

**RANKIN COUNTY SCHOOL DISTRICT**

**BID INSTRUCTIONS**

P.O. BOX 1359  
1220 APPLE PARK PLACE  
BRANDON MISSISSIPPI 39043  
TELEPHONE  
(601) 825-5590

**INVITATION:** Sealed bids, subject to the conditions herein stated and attached hereto, will be received at this office until **2:00 p.m. MONDAY, NOVEMBER 7, 2016**, local time and then publicly opened, read aloud and taken under advisement for the sale of the items listed below:

**DESCRIPTION  
SURPLUS EQUIPMENT-BUSES**

The Rankin County Board of Education shall openly meet at the Rankin County School District office located at 1220 Apple Park Place, Brandon, MS, on **WEDNESDAY, November 9, 2016 at 7:30 a.m.**, at which time bids for the sale of the aforementioned items shall be awarded to the highest and best bidder, provided, however that the Rankin County Board of Education shall have the right to reject any and/or all bids submitted and to waive any informalities.

All bid information can be obtained by going to the District website, under the District Info tab or by using the following link: **[www.rcsd.ms/bids](http://www.rcsd.ms/bids)**

Bidder must submit bid and attachments to: Lance Fulcher, Director of Purchasing, Rankin County School District, P.O. Box 1359, 1220 Apple Park Place, Brandon, MS, 39043, 601-825-5590.

Inquiries regarding this bid should be directed to: BUS SHOP/TRANSPORTATION      601-825-4698

## **VENDOR BID INSTRUCTIONS**

### **B-1 - DELIVERY OF BIDS:**

1. The Rankin County Board of Education will receive sealed, competitive bids in the Office of the Director of Purchasing, Administrative Office Building of the Rankin County School District, 1220 Apple Park Place, Brandon, Mississippi, as per the date and time specified on page 1, at which time the bids will be publicly opened, read aloud and taken under advisement.
2. No employee of the Rankin County School District shall be entitled to submit a bid.
3. The Bid Proposal form must be received on or before said date and time, neither the dating of the Bid Proposal form nor placing it in the mail by this date will meet the requirements pertaining to this bid. Any bid received after the bid opening date shall be marked **"LATE BID"** and returned to the Bidder unopened.
4. The district will not be responsible for any delays in delivery. It is the sole responsibility of the Bidder that bid proposals reach the above destination by the bid opening date and time.
5. Bids or alterations by fax, telephone or electronically **WILL NOT** be accepted.
6. If the Rankin County School District Administrative Office Building is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the district shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the district shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the district offices as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the district prior to the new date and time of the bid opening.

### **B-2 - BID ADDENDUM:**

1. Any interpretation of the documents will be made by written addendum only issued by the office of the Director of Purchasing and a copy of such addendum will be posted on the district website. The district will not be responsible for any other explanation of the proposed document.
2. As per Mississippi Code of 1972, as amended; SEC. 31-7-13. Bid requirements and exceptions; (iv) No addendum to bid specifications may be issued within forty-eight (48) working hours of the time established for the receipt of bids unless such addendum also amends the bid opening to a date not less than five (5) working days after the date of the addendum.

### **B-3 - PROPER EXECUTION**

1. All bids must be submitted in accordance with Section 31-7-13 and Section 37-7-455 of Mississippi Code of 1972 as amended, and must be properly executed and signed by the Bidder or a responsible officer or employee of the Bidder.
2. All bids must be typed or written (legibly) in ink. Any alterations or changes that are made must be done in ink and initialized by the person who signs the Bid Proposal form.
3. Bids should be checked before submission for accuracy and correctness since the Rankin County Board of Education **WILL NOT** be responsible for any errors for which the Bidder is responsible.
4. The district reserves the right to reject bids from Bidders who submit poorly completed bids.
5. To prevent opening by unauthorized individuals, it is required that the Bid Proposal form be delivered in an envelope clearly marked in the lower left-hand corner with the following information:

**DATE:** (date the bid is submitted)

**DUE:** (date the bid is due)

**BID NUMBER:** (on bid documents)

**BIDDERS NAME:**

#### **B-4 - CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**

By signing the BID PROPOSAL FORM the Bidder certifies, in connection with procurement, to the best of their knowledge and belief:

- A. That the prices in the BID PROPOSAL FORM have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition; as to any matter relating to such prices with any other Bidder.
- B. That unless otherwise required by law, the prices have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the Bid Opening Date and Time specified on the NOTICE TO BIDDERS, directly or indirectly with any other Bidder.
- C. That no attempt has been made or will be made by the Bidder to induce any other Person or Bidder to submit or not to submit a BID PROPOSAL for the purpose of restricting competition.

#### **B-5 - BID WITHDRAWAL and MODIFICATION:**

1. Bids may be modified or withdrawn by written notice from or in person by the Bidder, if received in the Office of the Director of Purchasing, two (2) working days prior to the above stated bid opening date and time.
2. No withdrawals will be accepted by telephone or fax.
3. If a Bidder withdraws his bid, all documents shall remain in the possession of the Rankin County Board of Education, marked as withdrawn, and included in the permanent file of that bid item.
4. No bids shall be withdrawn for a period of thirty (30) days following the bid opening date.

#### **B-6 - BID OPENING:**

1. All bid openings are open to the public. The Rankin County School District staff will read a summary of each bidder's bid and answer questions to the extent possible at the time. Any information provided in the bid which contains trade secrets or confidential commercial or financial information and which bidder does not wish to be disclosed other than for purposes of evaluating it must be clearly labeled on each sheet as confidential.
2. All disclosures of bid information to interested parties will be made in compliance with Rankin County School District policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 25-61 of the Mississippi Code.

#### **B-7 - RIGHT TO REJECT BIDS:**

The Rankin County Board of Education reserves the right to reject any and/or all bids or any groups thereof and waive any defect or informality in any bid or bidding procedure.

#### **B-8 - BID ACCEPTANCE:**

1. If Rankin County School District accepts a bid in response to this request, it will accept the bid of and award the bid to the highest and best responsive bidder.
2. Unless otherwise stated in the BID SPECIFICATIONS all bids shall be binding for a minimum of thirty (30) days following the acceptance of the bid by the Rankin County Board of Education.
3. If bidder wishes to be notified of outcome of the bid, he should include a self-addressed stamped envelope with his bid. The envelope should be marked with the **BID NUMBER** located on the BID PROPOSAL form.

#### **B-9. - BID AWARD:**

1. All item(s) sold by the Rankin County Board of Education are sold **"AS IS"** and the successful bidder agrees to make payment in full for said items by **CHECK OR MONEY ORDER** and remove said items from their stated location at their own expense within **THIRTY (30) WORKING DAYS** following the notification of acceptance of the bid by the Rankin County Board of Education.
2. If the successful bidder does not adhere to the above requirements the Rankin County Board of Education reserves the right to reject their bid and award the bid to the next highest bidder.

## **BID SPECIFICATIONS**

### **C-1. GENERAL SPECIFICATIONS:**

The Rankin County Board of Education is making available the following surplus equipment for sale. All items are available for your inspection at the noted location. Please contact the Bus Shop/Transportation Department to set up a mutually convenient time for you to inspect the items.

### **C-2. ITEM LISTING: See Bid Proposal Form for complete Listing**

## BID PROPOSAL FORM

**D-1. BID ITEM: SURPLUS EQUIPMENT**

D-1.1 I/We propose to purchase the items as listed in this BID PROPOSAL FORM according to the specifications contained in the BID SPECIFICATIONS section of this bid and at the indicated prices.

D-1.2 I/We further agree not to request permission to withdraw our bid after the bids have been publicly opened and read aloud.

D-1.3 I/We understand that this BID PROPOSAL FORM is to be signed and returned with our bid, and unless this has been done, our bids shall be considered incomplete and rejected.

D-1.4 I/We, the undersigned, do hereby understand and accept the conditions outlined in the BID INSTRUCTIONS and BID PROPOSAL FORMS of this official bid process in submitting our sealed competitive quotations for the item(s) outlined in this bid.

Item #	Item	RCSD BUS #	Location	Bid Amount
1	1992 BUS	269	Bus Shop	
2	1992 BUS	270	Bus Shop	
3	1992 BUS	271	Bus Shop	
4	1992 BUS	277	Bus Shop	
5	1992 BUS	274	Bus Shop	
6	1993 BUS	283	Bus Shop	
7	1993 BUS	286	Bus Shop	
8	1993 BUS	287	Bus Shop	
9	1993 BUS	289	Bus Shop	
10	1993 BUS	291	Bus Shop	
11	1993 BUS	292	Bus Shop	
12	1994 BUS	298	Bus Shop	
13	2004 BUS	70	Bus Shop	
14	2003 BUS	74	Bus Shop	
15	2004 BUS	69	Bus Shop	

Name : \_\_\_\_\_  
(Type or Print)

Signature : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone : \_\_\_\_\_

Date : \_\_\_\_\_